



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
SUPPLEMENT**

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Approved:

/s/ Ken Schmid

KEN SCHMID

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Superseded Document(s) by Issuance Number and Effective Date	NR-2015-5 (NWCG HB2_40) (4/1/2015)	3 Pages

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- No changes

BUYING TEAM COORDINATION

Authorized individuals with delegated procurement authority shall make all purchases. Buying Teams shall follow standard operating procedures set forth in the Incident Business Management Handbook, the Mobilization Guide, agency acquisition handbooks and guides (e.g., agency purchase card procedures) and the National Interagency Buying Team Guide. Geographic Area Buying Teams shall comply with the operating procedures section of the National Interagency Buying Team Guide.

- The Buying Team Guide can be found at: www.nwcg.gov/pms/pubs/buying_guide.pdf
- The Northern Rockies Coordinating Group (NRCG) information, including the Northern Rockies IIBMH supplements can be found at: <http://www.fs.fed.us/r1/fire/nrcg/>

1. Buying Team Coordinator

The agency leads from the NRCG Business Committee shall be responsible for Buying Team coordination. For 2016, the Buying Team point of contact shall be Tracey Nimlos at tnimlos@fs.fed.us, (406) 329-3331

- a. Certify that team leaders and members are qualified and meet training standards.
- b. Ensure effective communication flow between the national level and the local level.

2. Buying Team configuration

- a. Northern Rockies National Buying Teams will comply with the National Buying Team Guide configuration. The Northern Rockies has one National Buying Team.
- b. Geographic Area Short Buying Teams are, at a minimum, three-member teams. The composition of these teams shall be a leader and two members (with optional warranted fourth member to negotiate land use agreements and EERAs). At least one member shall have a minimum of \$25,000 authority and other members will have an agency purchase card.
- c. A list of the alternate buying team members will be maintained by the Buying Team Coordinator.

3. Mobilization

- a. Buying Teams are ordered by the incident agency, as needed.
- b. National Buying Teams are prioritized for large incidents and are available for dispatch nationally.
- c. Geographic Area Short Buying Teams will not be utilized for national assignments.

4. Responsibilities

The responsibilities and authorities for the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315 dated August 2009. If contradictions occur, the Interagency Incident Business Management Handbook and the National Interagency Mobilization Guide take precedence.

- 1 a. The Buying Team works for the incident Agency Administrator or other
2 designated personnel, and must abide by the operating guidelines provided
3 them by the incident Agency Administrator.
- 4 b. The Agency Administrator or other designated personnel shall complete the
5 Buying Team performance evaluation for all incidents within their
6 jurisdiction. One copy of the completed performance evaluation will be given
7 to the Buying Team Leader and one copy will be forwarded to the Buying
8 Team Coordinator.
- 9 c. The Buying Team Leader should be in communication with the Incident
10 Business Advisor and Incident Management Teams (especially the Finance
11 and Logistics Section).